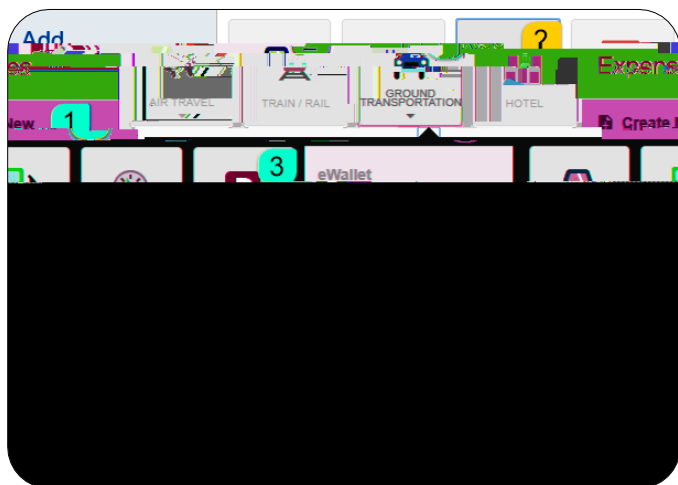


# CreateExpense

## Add a Reimbursable Expense

- Select the specific expense type you want to add to the Expense Report



- Complete the expense tile form and click Save at the top rightside of the screen to continue.

- **Date:** Enter the actual date of the expense which can typically be found on the receipt. The date on each expense form must be within the date range entered on the expense report header in the Departure Date and Return Date fields.
- **Spent:** Enter the actual amount spent for this expense type.
- **Business Purpose:** The business purpose will default with the information entered on the Expense Header but can be modified (as needed) on any of the expense forms. Once modified, the new Business Purpose text will be carried forward to each subsequent expense type.
- **Description:** Provide any additional information about this expense. This field is optional for most expense types.

- Personal Expense Charged on PCARD: If the expense is associated with a WSU issued pcard transaction

10. Complete the expense form and click **Save** in upper right corner of the screen to continue.

The screenshot shows a mobile application interface for an expense report. At the top, there are 'Cancel' and 'Save' buttons. The main title is 'Airfare'. Below this, there is a 'Date' field set to '05/10/2019'. A 'Amount' field shows '377.60 USD'. There are several sections for adding items, including 'Included Expenses' and 'FUNDING'. The 'FUNDING' section has a search box and a list of items, with '2572-Employee Out-of-State Transportation' selected. A yellow arrow points to the 'Save' button.

## Submit

11. When you have completed all the entries for the Expense Report, click the **Submit** button at the lower right side of the screen.

The screenshot shows a mobile application interface for an expense report titled 'Wu Check'. It displays a list of expenses with columns for amount, status, and category. The categories include 'Taxi' (25.00 USD), 'Parking' (25.00 USD), and 'Airfare' (377.60 USD). A 'Submit' button is located in the bottom right corner.

12. A submit confirmation will appear in the upper right corner of the screen.

The screenshot shows a confirmation screen with a yellow background. It contains the text: 'I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.' There are some partially visible buttons at the bottom.

- **Cancel:** Clicking cancel allows you to return to the expense report to make any needed changes. You can choose to leave the report in draft status.
- **Pre-Approval:** If linking a pre-approval to the expense report, select the Pre-Approval button.
- **Submit:** Once you have read the certification statement, click the Submit button to submit the expense report into workflow for approvals.